



Users Manual for Rio 2016™ Portal Supplier Registration

- HOW TO REGISTER
ON RIO 2016
SUPPLIERS
PORTAL.



**WHAT YOU
WILL LEARN IN
THIS TUTORIAL**



MACRO FLOW FOR THE REGISTRATION PROCESS IN RIO 2016 SUPPLIERS PORTAL

Start

Pre-registration

Full registration

Stage 1:
Creating login and
password

Stage 2:
Form Filling

Stage 3:
Registration
complement

Stage 4:
Sending
Documentation

To access the pre-registration of Rio 2016 you must have login and password. To do this, complete the application form. The system will send an e-mail with your login information for the Pre-registration tool

After accessing the Pre-registration tool you must completed the basic information of your company in order to continue with the process. After completing the initial information, an email will be sent to the company confirming that the pre-registration is enabled.

Using the pre-registration database, Rio 2016's supplier specialists may decide to invite suppliers to complete an extended form, answering questions that address, in addition to the supplementary registration, technical information and other financial aspects.

Mandatory documentation should be attached to the Pre-registration tool when prompted.

- Visit the URL:

<http://portaldesuprimentos.rio2016.com/en/>



HOW TO CARRY OUT THE PRE-REGISTRATION FORM ON SUPPLIERS PORTAL

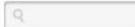




ACCESSIBILITY



ENGLISH



SEARCH



LOGIN

E-mail

Password

OK



Welcome to the
Rio 2016
Suppliers Portal

- ORGANISING COMMITTEE
- SUPPORT DEVELOPMENT PROGRAM
- SUSTAINABLE SUPPLY CHAIN
- STATUS OF THE BIDS
- FREQUENT QUESTIONS
- NEWS
- PURCHASE PLAN
- DOCUMENTS FOR DOWNLOAD
- REGISTRATION**
- BUSINESS WITH SPONSOR

News



11/10/2013

RFP – Development and Harmonization of Engineering and Energy Projects

The Rio 2016™ Organizing Committee for the Olympic and Paralympic Games announces that in the coming days it will hold a tender for the hiring of a company specialized in Development and Harmonization of

ading



Advance



An Olympic force for
Brazilian companies

Sustainability



Click in REGISTRATION to start the pre-registration application process

HOW TO CARRY OUT THE PRE-REGISTRATION FORM ON SUPPLIERS PORTAL





Registration

- ORGANISING COMMITTEE
- SUPPORT DEVELOPMENT PROGRAM
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- STATUS OF THE BIDS
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- BUSINESS WITH SPONSOR

Join the team

The Rio 2016™ Olympic and Paralympic Organising Committee will offer the all sizes of companies the possibility to join our group of goods and services providers.

In this part of the website, companies can do their Pre-Registration. This is the first step to join our team.

According to its needs throughout the Olympic cycle, Rio 2016™ will analyse the pre-registered company and request more information to complete the Pre-Registration data, responding to the specific requirements of each area. At this stage, items like the installed capacity, aimed at a possible participation in future competitions and quote requests, will be mapped.

The pre-registered companies can also participate in our Supplier Development Program, aimed at qualifying potential Rio 2016™ partners. This migration will occur as more purchase requests by Rio 2016™ arise.

Files for download:

- Supplier Manual
- Sustainable Supply Chain Guide

Guidelines for completing the Pre-Registration

1st Step: Create login and password

Before you access the tool to pre-register, it is necessary to create a login and password, after you fill out your basic information your login and password will be sent to the e-mail address you provided. During this step in case your company indicates as already registered, please contact support team by phone (E-mail: suporterio2016@me.com.br. Telephone: +55 11 2175-3660), only when you will be able to create your login and password.

2nd Step: Fill in the data

After accessing the Pre-Registration link, the company's main data need to be filled out to continue the process. After the initial data have been completed, a confirmation e-mail will be sent to the company.

3rd Step: Complete Registration

Based on the Rio 2016™ Supply specialists' research based on Pre-Registration data, the supplier will be invited to complete the form, answering questions treating technical and financial aspects in addition to registration information.

4th Step: Send documentation

The required documentation will be annexed to the Pre-Registration tool, when requested. Click here and knows which are required documents.

If you have questions on the registration process, contact our support department:

- E-mail: suporterio2016@me.com.br
- Telephone: +55 11 2175-3660

Click the NOT REGISTERED button





HOW TO CARRY OUT THE PRE-REGISTRATION FORM ON SUPPLIERS PORTAL



User: WF_RIO2016

Password:

[Forgot password?](#)

[On-line Support](#)



My Market

Registry

Thank you for registering your Rio 2016 login and password.

Please verify the confirmation message sent to your e-mail.

After you receive your confirmation, please logon to the Rio 2016™ Supplier's Portal to initiate our Supplier Preregistration Process.

[Click here to return](#)

You will be directed to our Thank you page where an activation email is sent to your account.



STAGE 1: CREATING LOGIN AND PASSWORD



Dear USER,

Thanks for your interest in making the Pre-Registration in the suppliers portal of Rio 2016™. To enable the creation of your username and password in our system we kindly ask you to click on the link below.

Activation Link [Activate.](#)

After activation please access the portal again, enter your login and password and fill out our pre-registration form.

Regards,
Rio 2016™

To activate your login go to the email and click the link "Activate". Remember to check your Junk and Spam folders.



After clicking on the activation link you receive an email with login and password to continue the pre-registration



STAGE 1: CREATING LOGIN AND PASSWORD

Sending new password to access the Portal Rio 2016™

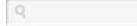
Your User ID is: TEST010203

Your new password is: 9P37FAPG

Upon accessing the site you can alter it, also typing a text that helps you remember it.

This text is important because it will be sent to your e-mail if you forget your password.





LOGIN

E-mail

Password

OK

Welcome to the
Rio 2016
Suppliers Portal

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An Olympic force for
Brazilian companies



Sustainability

Visit the URL:

<http://portaldesuprimentos.rio2016.com/en/>

and enter your login and password



STAGE 1: CREATING LOGIN AND PASSWORD





PRE-REGISTRATION

STAGE 2: FORM FILLING

Control Panel - Sales

Registered

Completes Registrations

Sales Follow-up

Quotations Received

Orders

Supplier Reviews

Reports

Management Report

Communications

Messages

Documents

Click "Complete Registrations" to start your pre-registration with Rio 2016™

Then click the blue button "Fill Full Registry"

WF Documents > Completes Registrations

Retur

Company

Current State



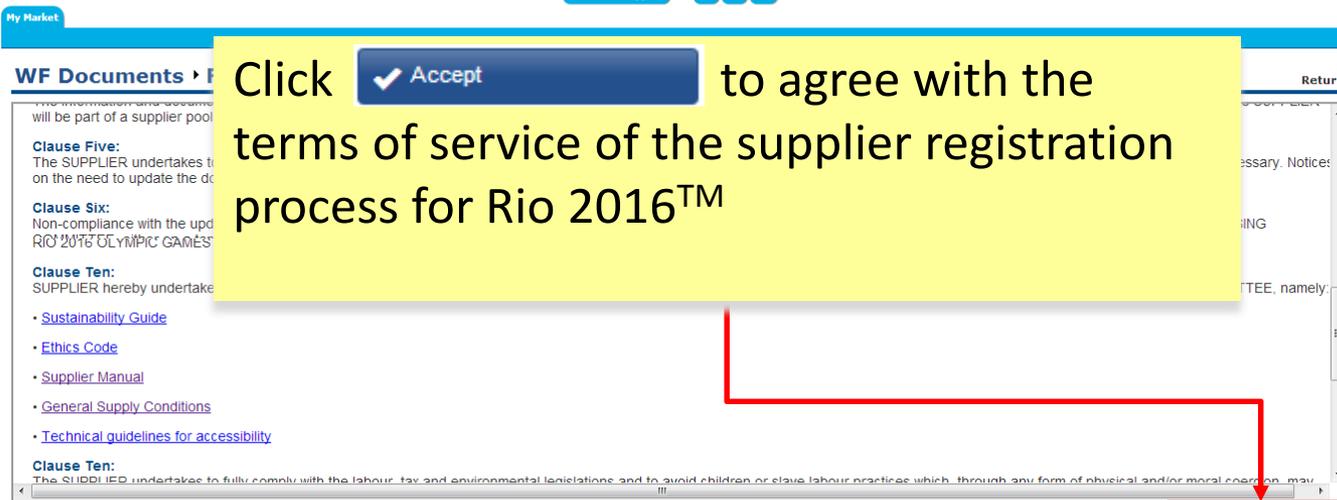
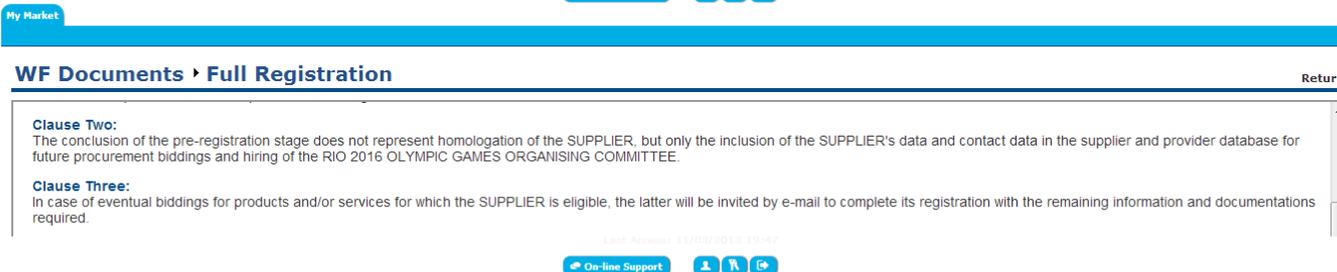
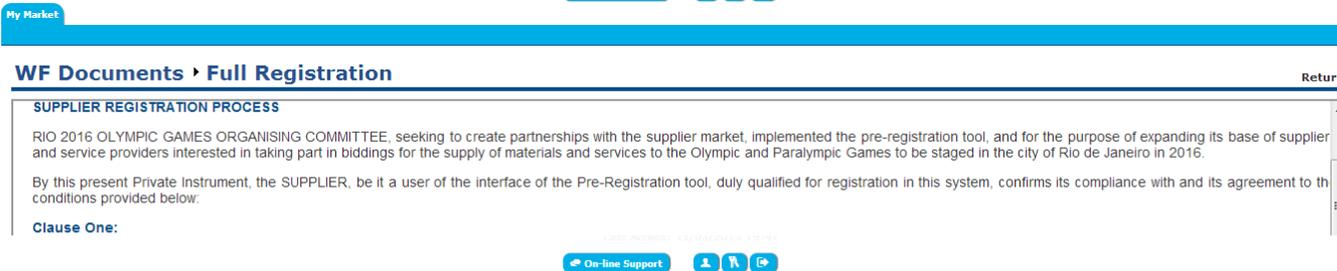
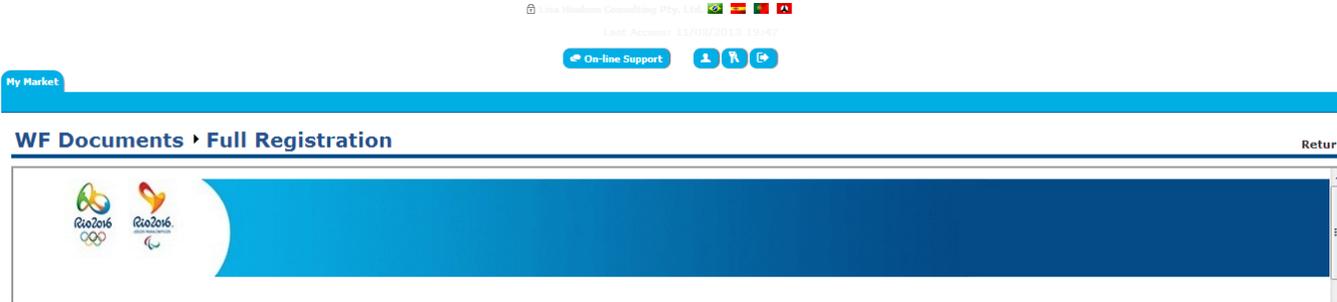
Full Registration - Rio 2016 (with ERP integration)

NOT STARTED

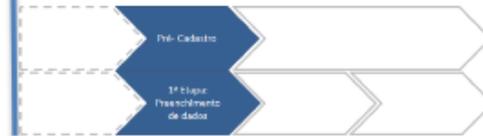
Fill Full Registry

Pré-Cadastro

1ª Etapa
Preenchimento
de dados



PRE-REGISTRATION STAGE 2: FORM FILLING





104 Proveedor Consultar Pfy - 1.04

Last Access: 11/03/2015 13:47

On-line Support



My Market

WF Documents > Full Registration

Return

Form Type INTERNATIONAL SUPPLIER

Choose the form type
and click

Continue...

Form Type INTERNATIONAL SUPPLIER

Continue...

PRE-REGISTRATION

STAGE 2: FORM FILLING



WF Documents • Rio 2016 - Form N° 125564

Pending Item N° 363255
 Status: INITIAL
 Created On: 30/12/2013 09:51
 Destination: User "Lisa Hindson Consulting Pty. Ltd."
 Ended: No

Rio 2016 - Form N° 125564
 Created on: 30/12/2013 09:51
 Creator: Lisa Hindson Consulting Pty. Ltd.
 Sub-Type: PESSINTER
 Current State: INITIAL

Show fields organized in tabs

Legal Status:

Business Name:

Trade Name:

Domicile:

Address:

Number:

Complement:

District:

City: SAN DIEGO

State: CA

Country: US

ZIP CODE:

Website:

Allows the registration to disclose Sponsors?

Principal Officer

Full Name:

Department:

Function:

DDI Phone:

Phone:

Extension:

DDI Cellphone:

Mobile Phone:

E-mail:

Contacts

Contacts:

Company Data

Number of Own Employees:

Number of Outsourced Employees:

Gross Revenue in the Last 3 Years:

Year	Revenue
	<input type="text" value="No Gross Revenue defined"/>

Shareholding

Foreign	CIF/ONB	Full Name	Participation (%)

Related Companies / Affiliates

Related Companies / Affiliates:

Main Clients

Main Clients:

Main Suppliers

Main Suppliers:

Financial Data

Company Classification:

Company:

Categories Supply

Category Supply Segment:

Category Supply Family:

Category Description:

Weight (%) in the Core Business:

Activity Classification:

Categories Supply:

Main Negotiated Contracts

Main Negotiated Contracts:

You have the option to view the form fields in tabs by clicking



Show fields organized in tabs

Pending Item N° 363255
 Status: INITIAL
 Created On: 30/12/2013 09:51
 Destination: User "Lisa Hindson Consulting Pty. Ltd."
 Ended: No

Rio 2016 - Form N° 125564
 Created on: 30/12/2013 09:51
 Creator: Lisa Hindson Consulting Pty. Ltd.
 Sub-Type: PESSINTER
 Current State: INITIAL

Show fields organized in tabs

Show fields organized in tabs

General Data | **Principal Officer** | Contacts | Company Data | Shareholding | Related Companies / Affiliates | Main Clients | Main Suppliers | Financial Data | Categories Supply

Legal Status:

Business Name:

Trade Name:

Domicile:

Address:

Number:

Complement:

District:

City: SAN DIEGO

State: CA

Country: US

ZIP CODE:

Website:

Allows the registration to disclose Sponsors?



PRE-REGISTRATION

STAGE 2: FORM FILLING



Fill in the fields in each tab. Please note that the ones in bold are required.



PRE-REGISTRATION

STAGE 2: FORM FILLING

Pending Item N° 303255

Status: INITIAL
Created On: 30/12/2013 09:51
Destination: User "Lisa Hindson Consulting Pty. Ltd."
Ended: No

Rio 2016 - Form N° 125564

Created on: 30/12/2013 09:51
Creator: Lisa Hindson Consulting Pty. Ltd.
SubType: PESSINTER
Current State: INITIAL

Show fields organized in tabs

General Data | Principal Officer | Contacts | Company Data | Shareholding | Related Companies / Affiliates | Main Clients | Main Suppliers | Financial Data | Categories Supply | Main Negotiated Contracts

Legal Status:

Business Name:

Trade Name:

Domicile:

Address:

Number:

Complement:

District:

City: SAN DIEGO

State: CA

Country: US

ZIP CODE:

Website:

Allows the registration to disclose Sponsors?:

You may click **» Save** to save your data at any time. When you have completed the information you need to click **» Send Pre Registration** to send your information and finish this stage



My Market

On-line Support

Control Panel - Sales

- Registered
 - Completes Registrations
 - Pending Documents**
- Sales Follow-up
 - Quotations Received
 - Orders
 - Supplier Reviews
- Reports
 - Management Report
- Communications
 - Messages
 - Documents

A green circle will appear if you have not sent the Pre-registration form

To edit and finish the Pre-registration form click in the Opening data and select the Edit/Close option from the menu.

My Market

WF Documents ▶ Your Pending Items

Quick Search:

SLA	ID	Document	Supplier	Status	Opening
	340578	Rio 2016 - Form N° 131264	Media Guide Assessoria de Imprensa e Com.Ltda	INITIAL	21/02/2014

One pending item found.

Rio 2016 - Form N° 131264

- Show pending item...
- Edit/Close**

SLA Legend: On Alert Expired On Track

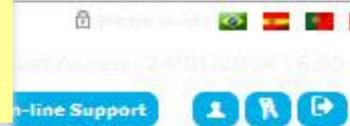


PRE-REGISTRATION

STAGE 2: FORM FILLING



After finishing the Pre-registration you will see this message.



PRE-REGISTRATION

**STAGE 2:
FORM FILLING**

WF Documents ▸ Your Pending Items

• Pending Nr. 340578 successfully closed. The document 'Rio 2016 - Form N° 131264' is now at the phase 'PRE-REGISTERED'.

SLA	ID	Document	Supplier	Status	Opening
No pending items were found.					

No pending items were found.

SLA

On Alert Expired On Track No SLA for this State

And the status of your application form will be **PRE-REGISTERED**



WF Documents ▸ Completes Registrations

Company	Current State
 Full Registration - Rio 2016 (with ERP integration) Document Number: 121194	PRE-REGISTERED

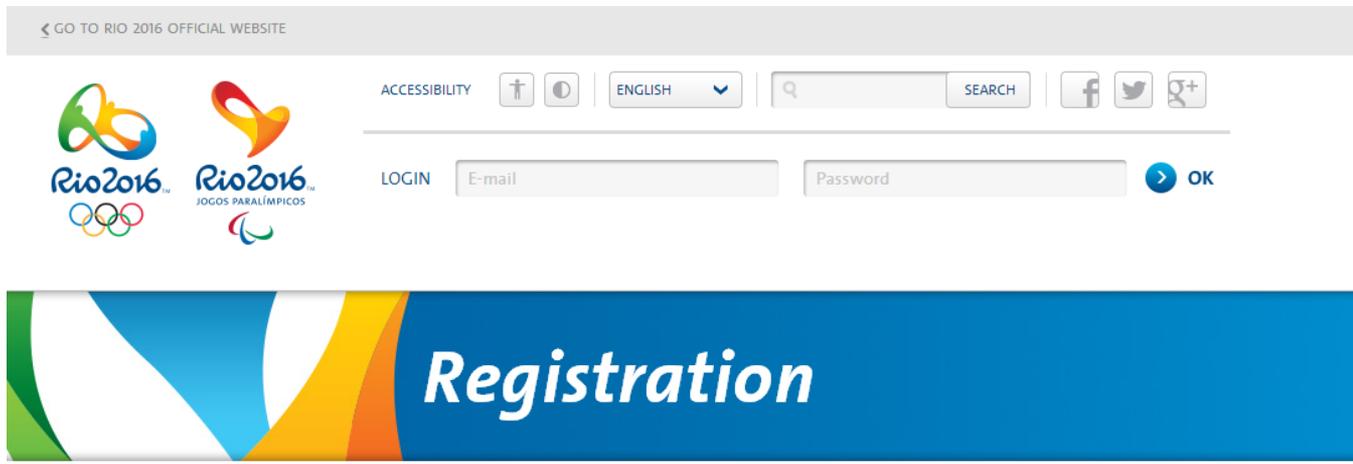


- To be able to participate in competitions, it is necessary to complement your complete registration and be approved by the Rio 2016™ team. This process will be held by invitation from Rio 2016™.
- The Organizing Committee of the Olympic and Paralympic Games of Rio 2016™ will be in touch.



FULL REGISTRATION

STAGE 3: REGISTRATION COMPLEMENT



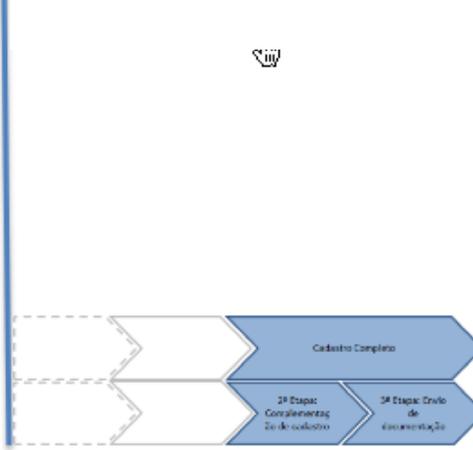
- ORGANISING COMMITTEE
- SUPPORT DEVELOPMENT PROGRAM
- SUSTAINABLE SUPPLY CHAIN
- STATUS OF THE BIDS
- FREQUENT QUESTIONS

Join the team

The Rio 2016™ Olympic and Paralympic Organising Committee will offer the all sizes of companies the possibility to join our group of goods and services providers.

In this part of the website, companies can do their Pre-Registration. This is the first step to join our team.

According to its needs throughout the Olympic cycle, Rio 2016™ will analyse the pre-registered company and request more

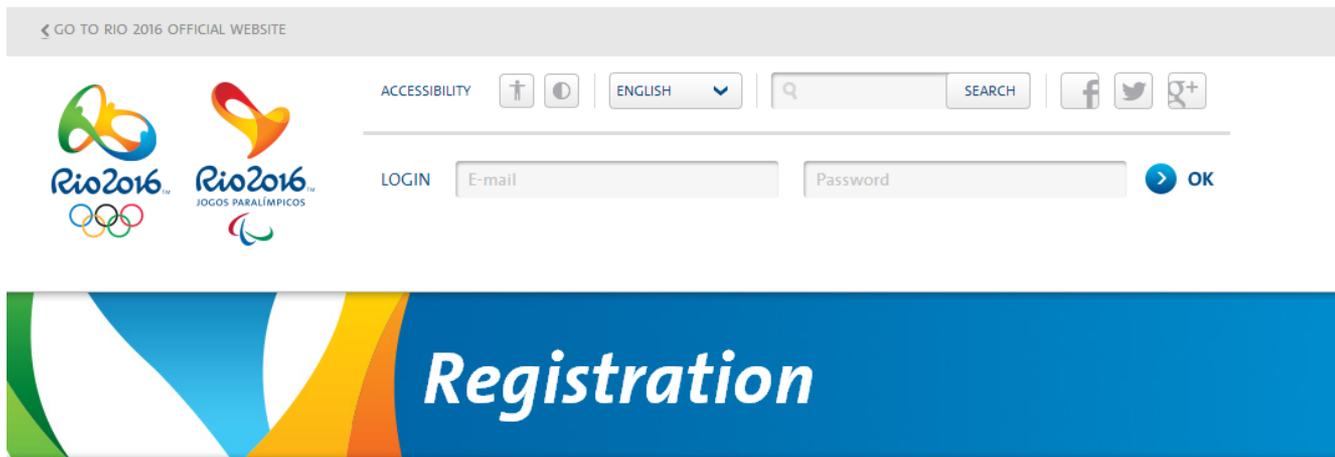


- When invited by the Rio 2016™ team to feel out your complete registration, please visit the URL: <http://portaldesuprimentos.rio2016.com/en/>
- The invite will be sent by email. You just have to click the link to start filling the form.



FULL REGISTRATION

STAGE 3: REGISTRATION COMPLEMENT



ORGANISING COMMITTEE

SUPPORT DEVELOPMENT PROGRAM

SUSTAINABLE SUPPLY CHAIN

STATUS OF THE BIDS

FREQUENT QUESTIONS

Join the team

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WF Documents > Completes Registrations

Return

Company	Current State
 Full Registration - Rio 2016 (with ERP integration)	NOT STARTED Fill Full Registry

Pending Item N° 303255
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Destination: User "Lisa Hindson Consulting Pty. Ltd."
Ended: No

Rio 2016 - Form N° 125564
Created on: 30/12/2013 09:51
Creator: Lisa Hindson Consulting Pty. Ltd.
SubType: PESSINTER
Current State: INITIAL

Access the pre-registration created previously, and click Fill full registration to complete all the information in each tab. Remember that the fields in bold are required.

Show fields organized in tabs

General Data	Principal Officer	Contacts	Company Data	Shareholding	Related Companies / Affiliates	Main Clients	Main Suppliers	Financial Data	Categories Supply	Main Negotiated Contracts		
Legal Status: <input type="text"/>	Business Name: <input type="text"/>	Trade Name: <input type="text"/>	Domicile: <input type="text"/>	Address: <input type="text"/>	Number: <input type="text"/>	Complement: <input type="text"/>	District: <input type="text"/>	City: SAN DIEGO	State: CA	Country: US	ZIP CODE: <input type="text"/>	Website: <input type="text"/>
Allows the registration to disclose Sponsors?: <input type="text"/>	<div style="display: flex; justify-content: space-between;"> >> Save >> Send Pre Registration </div>											

You may click **>> Save** to save your data at any time. When you have completed the information you need to click **>> Send Pre Registration** to send your information and finish this stage .

After submitting your complete registration the Rio 2016™ team might ask you to adjust some information. If everything is good, you will be able to participate in the competitions.



FULL REGISTRATION

STAGE 3: REGISTRATION COMPLEMENT

STAGE 4: SENDING DOCUMENTATION



We emphasize, for all purposes, that the intellectual, moral and economic rights in this material and its variations exclusively belong to Rio 2016™. Any copies or misuse will be treated in accordance with the relevant legislation. The same treatment is applied to technology and the IT platform.

For support please contact our help desk:

- Email: suporterio2016@me.com.br
- Telephone: +55 11 2175-3660



THANK YOU!